Printing a User List

To print a user list, complete the following steps:

- 1. From the Administration tab, select User Administration>Manage Users. The Step 1 of 2 Select a User page appears.
- 2. Select **Print User List** as shown in Figure 1.

tion: Home > /	Administration = Use	er Administration >	Manage Users			
nage Use	r					
p 1 of 2: Select a User Diect a User for action						
Select	OTC Endpoint	ALC+2	User ID 🗘	User Name 🗘	Active	Locker
0	CAS BofA	14160006R9	atestf02	Auto Testfive	~	
0	CAS BofA	14160006R9	atesto01	Auto TestOne	~	
۲	CAS BofA	14160006R9	otcnetDebug01529	Evkod Qjowsn	~	
0	CAS BofA	14160006R9	otcnetDebug01530	Ysfip Cxgquykr		
0	CAS BofA	14160006R9	otcnetDebug01636	Lxfrlgy Vvgnbrssw	~	
0	CAS BofA	14160006R9	otcnetDebug01696	Jaus Ghzpoh	~	
0	CAS BofA	14160006R9	otcnetDebug01720	Akiimplg Midobvyxjmv	~	
0	SruLLE6	1601200401	otcqef49	otcnet tcngeChkAdmin	~	
0	SruLLE6	1601200401	otcqef51	otcnet tcnqeChkLeadOp	~	
0	ABC test1	1600008011	otqef176	otcnet tcqeeChkSupervisorFA_Bureau of the Public Debt	~	

Figure 1. Step 1 of 2: Select a User (Print User List)

- 3. The *Print User List* preview page appears. Under **Export as**, you have the following options:
 - Select PDF, Word or Excel
 - Select Download

Or

• Select Print PDF Report



Additional Button

Select Previous to return to the View User Profile List for that terminal.